

## Directors' Note for Portfolio Groups

Portfolio title: Brayford/Umberleigh LGB

Date of meeting: Friday 30<sup>th</sup> September 2022, 1.30pm, Brayford Academy

Attended by: Penny Wignall, Melanie Marcolini, Corrine Smith, Helen Cooke (attending virtually), Jenny Geen, Katie Locke, Verity Goss (clerk).



### Brief overview of discussion

#### Welcome and apologies

PW welcomed all to the meeting.

#### Declaration of business interests – housekeeping items (KCSIE, Code of Conduct)

Local governors confirmed they had read the required documents, and updated their declarations of interests.

#### Sign off previous minutes

Agreed as an accurate record of the meeting.

#### Matters brought forward

Multiplication tables tests – Six children in year four at Umberleigh, four had taken the test, two exempt. No pass threshold had been released – previously it had been said this would be 100%. None had achieved this. Four had taken the test at Brayford.

Brayford cook – new cook was in place and doing well. There did need to be a drive to increase the uptake of school lunches – availability had been emphasised in the newsletter, encouraging uptake especially in the colder weather. Numbers had been increasing.

#### Correspondence

None received.

#### Head of School's report

*Pupil numbers, SEND, Attendance, Exclusions, Safeguarding, Staffing*

*School Improvement Plan and priorities, Community Links, Pupil Premium and sports funding initiative updates, policy updates*

*Quality of Education including Curriculum updates and out of school activities, Behaviour and attitudes, Personal development*

*Quality of Early Years*

*Arbor data*

PW stated that there were lots of reading and reports. Was it possible to have a shorter version of the SEF? IT stated that TEAM were working on a two page SEF and one page SIP. Agreed it would be useful to have a set of printed documents for local governors to bring to each meeting – SEF, SIP,

governance information etc. IT stated he had started developing a local governor shared drive, but feedback had been that they would prefer a printed folder.

New format for Head of Schools' reports – intention was that these would keep meetings short, as local governors would be able to ask questions immediately, as the report would have been read before the meeting.

Umberleigh – 67 children currently on roll. CS explained how the classrooms had been rearranged to accommodate this number. All children starting reception this year had been to Brumblebees – it was evident the benefit attending Brumblebees had had on this cohort. Five children had joined the school following the closure of Chittlehampton school. Attendance currently good, although it was only a few weeks in to the term. Attendance for pupil premium children slightly lower – known reason for one child. No exclusions.

CPOMs had been very helpful in keeping track of behaviour and safeguarding issues – range of staff were using it. Neil Swaite had picked up that staff needed to have prevent training – one minute guide had been distributed, and specific training would be found. Staff had attended safeguarding training – additional training was being arranged at High Bickington and Pilton.

School Improvement – Neil Swaite had visited, report received. More concise version of the School Improvement Plan was being worked on. What were the top three priorities? Continuing work on early reading and phonics, continuing developing the mastery approach in maths ensuring that maths remain a strong area, and ensuring key learning in history and geography. These would be the specialist subject for Ofsted inspection – had previously said history, but were now saying humanities due to the way the subjects were timetabled across the year. A fourth priority was to ensure the support and development of the new teacher – he had been observed as part of the Neil Swaite visit. This was very positive. IT stated that school had to be clear how they were developing their staff – walkthrus were nationally recognised, and used across the trust. How did the new teacher feel he was settling in? CS stated he was enjoying it, was working very hard and very dedicated to the job. They were very open to improvement – some new teachers could be resistant, but he was very willing to take suggestions on board. Parent feedback was that children were enjoying his lessons.

Harvest festival – this would involve parents, and include an auction with money raised going to the Freedom Centre. Soup and rolls made by the children – would need to be a ticketed event this year due to the number of pupils in the school to ensure it was not above the hall limit.

Park and play – ditch had been deepened to allow the land to drain better. This now needed a fence to prevent children falling in. Once fence in place the site could be opened. More trees had been ordered. School was keen to make a proper event of opening it, inviting the village hall committee and the community – PW would try to think of someone suitable. CS to put update on the project in the newsletter so parents were aware of the current position.

Sports funding – sports coach used was very good, running tag rugby on Monday afternoons, and an archery club after school. The coach offered all forms of sport, including dance and gymnastics. Felt it would be good for children to have a male teaching dance – previously they had only had this taught by women. Opal project would be coming in 15<sup>th</sup> October for first staff training. Other ideas to use it included a new piece of climbing equipment for the field.

Pupil premium – mostly used for TA support. EHCP award was for specific children, and used for TA support in the classroom.

Did school subsidise the cost of archery club? CS confirmed it did.

Curriculum update – overview in Head of School report. KS2 were going on a trip to Bovington Tank Museum, KS1 to Tiverton museum, who did very good workshops for school groups. There were also some parents coming in to talk about things related to the topic – including a meteorologist, someone to talk about their childhood in the 1950s, and a parent with a baby as part of looking at how humans change. CS stated the school was very fortunate to have members of the community happy to come in.

Behaviour and attitude was good. Within this was the need to keep an eye on school attendance, and that good behaviour policies were in place. Time had been spent at the beginning of the year talking about learning with the children.

Leadership and Management – items highlighted from the Neil Swaite report. At the staff meeting there had been a discussion about the weakest readers and what they were doing to support these children. Support of SENDCO – different children had different approaches to support them. Were the parents of these children engaged with the process? CS confirmed they were. Ofsted would want to see how the school was targeting these children.

Data – Y2 writing had been moderated last year. CS stated they had been very particular about letter formation – if a child did not form every letter correctly, they did not pass writing. CS felt that this cohort had suffered from school closures the most – needed more support to be fully school ready, but were quite creative writers. Had been in reception when the pandemic started. There had been varied support from home in this cohort.

Personal development – Jigsaw scheme had been introduced.

What would the school be doing going forward to improve writing levels? CS stated this was primarily quality first teaching, and support in intervention groups. Were there any concerns that needed to go to the SENDCO? CS stated that there were no particular learning needs. One child had been looked at by the SENDO, for some possible reading issues.

Y4 and Y5 – CS explained the current situation for children who had not reached the expected standard. Were those who did not reach the expected standard considered for any SEND needs? CS stated there were not specific learning needs in this cohort. Current Y6 – CS stated that all should be able to get to the expected standard.

KS2 data – one child in cohort, CS stated staff were pleased with the score they had achieved for their ability.

Overall – Umberleigh was a happy school, and it was good that parents were again able to come back in on Friday mornings to interact with the children. Numbers were increasing. Were there any problems with reaching capacity? CS stated there was no legal limit on the square meterage needed per pupil, but there was a suggestion. There was a working party in place to plan moving forward – also needed to monitor applications to be able to predict future numbers. Consultant had come in over the summer to look at possibilities – funding was increasingly difficult to access. Had looked at different possibilities to improve the learning environment – BP and SW were obtaining more information to look at different options. Currently the school was

struggling with not having a separate meeting place for assembly – using a classroom meant moving furniture. One classroom currently did not have much natural light due to the position in the building. Lunchtimes – CS stated that eating in the classrooms was working well, and that tables were cleaned. Toilets – would be looked at as part of the working party.

Brayford – currently 34 children. Seven children had left Y6 last year.

Attendance – was currently a high level safeguarding case ongoing which was affecting attendance figures. IT recommended that the report included a breakdown in the future – removing the children affected so that governors were aware of attendance without these individuals. When did the Educational Welfare Officer get involved? SL stated the EWO had attended Senior Leadership Team meeting on Monday, and had been talking about the approach to attendance moving forward. Needed to agree as a trust the threshold for letters – there were three stages of letters, the third started the more formal attendance process. What reasons would there be for the EWO to get involved? The EWO had stated that ten sessions of unauthorised absence can move forward to receiving fixed penalties – TEAM needed to decide what the trust approach would be.

No children on child protection register, no children in need. One family with early help involvement. All staff knew how to use CPOMs, which was used to ensure there were clear records.

SL explained the current staffing structure, and how the split role was going – this was working really well, and consistent for the children. Staff were working well together, and managing the cross over well.

Neil Swaite visit – this had been a really supportive process, biggest improvement needed moving forward was early reading and phonics. There was upcoming training on this. Staff were ensuring they were very clear about specific sounds. Was there any training for parents on how to support this? SL stated this would take place. There had been a good response to this last year. Staff were looking at the weakest readers, and timetabling work on reading effectively. The school also had a volunteer coming in to do extra reading as well. Staff were maximising every opportunity for reading and interventions. Deep dive in music had gone very well, children had spoken about it well, and it was very positive. SL felt this was a subject that could be put forward with confidence.

Community links – harvest festival would take place in school. SL wanted to invite parents in to reading mornings, and have parents come in to the classroom more so children could share what they had been doing. A local author was visiting the school, who wrote books about friendship and kindness.

Children had had a visit from a therapy dog to learn what they do, and a PCSO had visited Brumblebees to talk about people who help us. KS2 were going to visit Bovington with Umberleigh school, KS1 were visiting Barnstaple museum.

Sports funding – Exeter Rugby Club had come in to the school, currently leading football sessions, they were able to also lead other sports. Staff were trying to organise some specific pupil premium and SEN events. Will also have Opal project come in to do training. Next week the school was doing the mini marathon challenge as part of the London marathon event.

Did the school have after school clubs? SL stated there was currently a DT and a music club, and the school wanted to restart a sports club.

Quality of education – curriculum was the same as Umberleigh – the schools worked together.

Behaviour and attitudes – the school was relaunching the house teams system. They were trialling getting a token when they got a merit, which they put in a house jar – making more of the hose groups. Were children evenly split across the houses? SL stated that children were split evenly across the four groups.

Wasn't rewarding 100% attendance quite controversial? SL stated that in the behaviour policy it stated that staff needed to be discrete about it – there were a variety of reasons it might not be possible for children to be in school. Did want to reward those who were in school, but not penalise those who were not able to manage it – it would not be a public presentation. Discussion on phrasing it differently – eg positive attendance award.

Personal development – SL explained how assemblies were organised. A quiet space/snug had also been organised. SL explained how this was currently use with an adult, but this may evolve over time.

School council had been elected.

The school had an international partnership with a school in India. SL clarified that this was a government run community school in a rural area of Mangalore, not an international school. There was a meeting on 20<sup>th</sup> October to start building relationships with the staff.

Visioning day – in the process of planning. It was important for local governors to also be involved in the school vision.

Quality of early years – had been rearranged to maximise the use of space, and the seven areas were clear. Only things in the space now were activities for the children. Brumblebees now also had book bags to take their books home.

Phonics screening – 4 out of 6 had passed. 3 Y2 last year – one had missed quote a lot of schooling, which had an impact on the results.

MM left 2.56pm.

Local Governing Body:

*Terms of Reference, Scheme of delegation, Competency framework, Governor visits  
Neil Swaite review update, Umberleigh*

Three governors had attended the Neil Swaite visit – IT stated there had been very good team work. IT stated he would also be present for the governance part of the Ofsted visit. The inspections at High Bickington and Witheridge had a parent governor and a trustee attend the Ofsted visit. It would be useful to have another Brayford based governor – very small parent pool. HC and JG to speak to parents they thought may be interested.

Governor training – induction training for governors. Governors discussed how things had changed. Agreed independent training would be useful. Bluesky – governors received a lot of e-mails that were not relevant. Would ask Michelle Sampson to put together a list of the training relevant to governors.

IT explained the document he had put together to highlight the key LGB responsibilities. IT had met with Head of School and chair of High Bickington, and looked at what would be useful to do in the autumn term to work towards these responsibilities. RN had mapped out a time for subject leads to come out of class to do their quality assurance, which was linked to governor visits. It was important for governors to understand the vision of the school/curriculum.

Dates for governor visits agreed:

Friday 14<sup>th</sup> October – Brayford reading and science

Friday 21<sup>st</sup> October – Umberleigh reading and science

Friday 25<sup>th</sup> November – Brayford behaviour and personal development

Friday 2<sup>nd</sup> December – Umberleigh behaviour and personal development.

#### Policies

Attendance – discussed earlier, agreed.

Homework – agreed.

#### Review: What likely impact has this meeting had on childrens' outcomes?

Governors had developed a greater understanding of school improvement priorities for each school, were ensuring that safeguarding was in place, and had planned how to improve their effectiveness as governors.

#### Any other business

Governor questioned whether there had been any more issues with the neighbour where there had been some problems at the end of the year. CS stated this was currently quiet – staff were ensuring that no cars parked blocking the road. The incident had been logged with the police. Neighbour had referred to a camera – CS had questioned the neighbour who said they were talking about their dashcam. Staff had looked and could not find any cameras on the car park.

What was the schools' approach to green energy/net zero? IT stated that this had been talked about in premises and finance – premises manager was looking in to this. Eco award was something that it would be good to get involved with.

Date of Next Meeting: Friday 3<sup>rd</sup> February, 1.00pm, Umberleigh.